

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 29, 2013

According to staff notes, the following items were discussed.

Monday, April 29, 2013

- 8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor discussion
Commissioners Neatherlin, Sheldon and Jeffreys met in Closed Session from 8:38 a.m. to 9:04 a.m. with Bill Kenny and Bonnie Cap for a labor discussion.
- 9:00 A.M. Utilities & Waste Management – Brian Matthews/Tom Moore
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Belfair Sewer
 - Contract settlement agreement and all related documentation necessary to settle the contract dispute with Boss Construction for the Belfair Water Reclamation Pond and Irrigation Project.
- 9:30 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Request the Board authorize the purchase of the Public Works crack-sealer off of the HGACBuy contract with CrafcO, Incorporated. Purchase price \$52,682.03.
 - Award the 2013 Emulsified Asphalt to the second lowest bidder, US Oil Trading, LLC out of Tacoma, WA at their bid price of \$550.00.for CRS 2P Emulsion per ton and \$525.00 CSS 1 Emulsion per ton.
 - 2013 Asphalt Emulsion.
 - Security Cameras.
 - Written Findings for the emergency culvert repair at MP 11.7 on the Belfair Tahuya Road.
- 10:00 A.M. BREAK
- 10:15 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Cmmr. Neatherlin will not be available for the May 7 Commission meeting.
 - Risk Pool annual visit on Monday, May 20 at 1:30 p.m.
 - Purchase Order requirements in MUNIS. Conclusion at January 28 briefing was to use purchase orders and the Commissioners would establish the limit. Suggestion is anything over \$1,000 will require a purchase order; in November, December and 13th month, everything has a purchase order.
 - Request from Shelton Chamber of Commerce to present the quarterly tourism report and proclaim Small Business Week for the week of May 13 – 17. Okayed for the May 7 meeting.
 - Request from Timberland Regional Library to present the annual library report at the May 21 meeting.
 - Host meeting with Squaxin Island Tribe. The Board agreed to meet on Friday, June 7 at the Colonial House. Diane will check with the Tribe. Steve Bloomfield offered to provide the food.
 - Civil Service – Brian Kelly appointment will be placed on the agenda for final approval.
 - Driver Record Monitoring contract. The Board is okay with the basic contract and this will be placed on an agenda.

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- 10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Historical Society Grant Application – Mason County Historical Society submitted an application for a \$5,000 grant under the Mason County Heritage Grant Program. The Mason County Historic Preservation Commission recommended approval of the grant by the Board of County Commissioners. Commissioners expressed a number of concerns regarding the project and asked that Staff not put this on their agenda for consideration at this time.
 - Vacant Position – The Department has a vacant Clerical III position due to a recent retirement. It has been requested that this position be renamed as to Permit Technician I and that it be advertised and filled. No Commissioner consensus on this request and it will be discussed at next briefing.
- 11:00 A.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation
Commissioners Neatherlin, Jeffreys and Sheldon met in Executive Session from 11:00 a.m. to 11:42 a.m. with Tim Whitehead and Barbara Adkins for potential litigation.
- 11:30 A.M. Commissioner Discussion – there was no discussion.

BREAK – NOON

- 1:30 P.M. WA State Department of Health – Jerrod Davis
Puget Sound Local Health Jurisdiction Visit
Present: Commissioner Jeffreys, Commissioner Neatherlin, Jerrod Davis, Mary Knackstedt, Stuart Glasoe, Scott Berbell and Debbie Riley
Jerrod Davis gave an overview of the Wastewater and Shellfish programs at the State Department of Health and explained what each staff member at the meeting does for the Department and how they interact with local public health. He explained that there will be guidance for new or retrofitted systems developed in 2014 based on some of the science and data that is currently being collected.
Jerrod provided 3 handouts. The first was the bright spots from 2012 showing over 1,400 shellfish growing area acres upgraded. Hood Canal 9 in Mason County saw 280 acres upgraded from Prohibited to Approved and Oakland Bay was at the top of the list with 799 acres upgraded from Conditionally Approved to Approved. Much of the credit for the work that allowed for these upgrades can be linked to sewer upgrades (Shelton) and connection (Belfair) and the work that is being done with onsite sewage systems by Mason County Environmental Public Health and agricultural best management practices by Mason Conservation District.
There was a lengthy discussion about not only improving impaired water quality but keeping up the efforts to protect the good water quality we enjoy and the need for sustainable funding to do the work.
Stuart Glasoe talked about the regional scale projects that DOH is working on with the 12 Puget Sound Counties and Clark County. They include identifying a revenue source, developing a low interest loan program (Craft 3 or similar) and collecting best practices for all to share.
The second handout was an overview of the Estuary Program pathogens grant. This is the EPA funding that has come to local projects through DOH for the past 3 years. It is looking like we will receive the year 4 funding even with sequestration.
The third handout was an overview of the technologies being tested at the demonstration site to reduce nitrogen. The Commissioners were interested in the project and DOH staff said it would be a good field trip. Commissioner Neatherlin was under the impression Mason County did not allow certain OSS treatment and distribution devices even though they are on the state approved list. Debbie assured the group that if something is on the approved list it can be used in Mason County and will provide the commissioners with a copy of the DOH approved list. The WAC approving the new technologies has been in effect since 2005.

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- 2:00 P.M. Commissioner Discussion
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Diane asked if the Board is willing to hold the public hearing to amend the collective gardens ordinance on Tuesday, May 28, the evening meeting. The Board had no problem with scheduling the hearing on that date.
 - False Alarm Burglar Policy
 - Veterans Fund Committee/Memorial Hall Committee
 - Pacific Northwest Salmon Center
 - Special use Permit Process. Would like to meet with Hearings Examiner
 - Alliance for Health South Sound
 - Stormwater Task Force
 - PEBB per employee fee \$10
 - MTA Community Transit Center
 - Economic Development Council
 - Belfair Wastewater Treatment Plant

Tuesday, April 30, 2013

- 10:00 A.M. 2013 Budget Review
Commissioners Neatherlin, Sheldon, and Jeffreys were in attendance.
Diane Zoren and Dawn Twiddy reviewed the Special Funds managed by the Commissioners, including the .09 Fund, Cumulative Reserve Deductible, Reserve Legal #2 Fund and Accrued Leave Fund. The Commissioners asked about bonding capacity. Staff recommended the Cumulative Reserve Deductible and Reserve Legal #2 fund be budgeted under Non-Departmental in 2014. A budget amendment is necessary for the Reserve Legal #2 and Accrued Leave Funds in 2013.
Cmmr. Sheldon left to attend the legislature at 11:00 a.m. The briefing adjourned at 11:27 a.m.

Wednesday, May 1, 2013

- 9:00 A.M. 2013 Budget Review – Probation Services – Harris Haertel
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
Probation staff – Harris Haertel, Sonja Miles, Mike Dunn and Diana Renecker reviewed Probation Services 2013 budget. Staff will report back with additional information requested.
- 11:00 A.M. 2013 Budget Review – Coroner – Wes Stockwell
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
Wes Stockwell reviewed the Coroner 2013 budget.
- 1:00 P.M. 2013 Budget Review – Public Defense - Susan Sergiojan
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
Susan Sergiojan reviewed the Public Defense 2013 budget.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner